

October 31, 2001

TO: Joe Blanton, Manager, Town of Buckeye  
Stuart Brackney, Manager, City of El Mirage  
Marty Vanacour, Manager, City of Glendale  
Terry Ellis, Manager, City of Peoria  
Frank Fairbanks, Manager, City of Phoenix  
Bill Pupo, Manager, City of Surprise  
Fred Carpenter, Manager, Town of Wickenburg  
Petra Mendez, Town of Youngtown  
Mary Lynn Tischer, Transportation Planning Director, ADOT  
Ken Driggs, Executive Director, RPTA  
Tom Buick, Chief Public Works Officer, MCDOT

FROM: Eric Anderson, Transportation Manager, MAG

SUBJECT: KICKOFF AGENCY FORUM FOR THE MAG RTP NORTHWEST AREA  
TRANSPORTATION STUDY

Tuesday, November 13, 2001 - 1:30 p.m.  
Surprise City Hall  
12425 West Bell Road (Classroom), Surprise, Arizona

An Agency Forum to kickoff the MAG Northwest Area Transportation Study has been scheduled for the time and place noted above. You are invited to attend this Forum or to send a representative. To help ensure continuity of participation, we are requesting that each participating agency designate at least one staff person to serve as the ongoing principal technical contact for this study for their agency.

The designated staff person(s) would assist the study by providing local transportation and related information as needed, attending meetings, reviewing draft working papers, and providing a contact point(s) for other local agency staff. Staff that are already participants (or wish to participate) in the MAG Regional Transportation Planning (RTP) process may be best positioned to assist in this study.

The primary topics for discussion at the first Forum will be a review of attached scope of work, study boundaries, and field tour for the project. The study is expected to take nine months to complete. Agency Forums will be held regularly throughout this period. Public events will also be scheduled.

If you have any questions, please contact me or Chris Voigt at (602) 254-6300. Copies of project materials including agendas are available on the MAG website, located at [www.mag.maricopa.gov](http://www.mag.maricopa.gov), under "Transportation".

Attachments

c: Study Area MAG Intergovernmental Representatives  
Study Area Transportation Review Committee Representatives  
Previous Forum Attendees

**AGENCY FORUM**  
**MAG RTP NORTHWEST AREA TRANSPORTATION STUDY**

*Tuesday, November 13, 2001, 10:00 a.m.*  
*Surprise City Hall*  
*12425 W. Bell Rd (Classroom)*

**DISCUSSION TOPICS**

1.     Introduction

2.     Project Overview & Scope of Work

An overview of the project will be presented, highlighting key tasks and decision points as well as related studies and schedules. Input from local agency representatives is requested on any needed changes to the scope of work that might be incorporated before work on the project proceeds. Key issues that need to be addressed in the study are of particular interest. Local studies or plans that may be relevant to the study are also requested. Specific points of interest in the website and GIS deliverables for the project may also be discussed.

3.     Study Area Boundaries

Task 1 of the scope of work tentatively identifies the boundaries of the study area to be 43rd Avenue on the east (including all of Glendale), I-10 on the south, and the County border on the west and north. Unincorporated portions of Maricopa County within the area are also to be addressed in the study. There is the question of overlapping study area with that for the Southwest Area Transportation Study. Following consideration of any new input received at this Forum, the boundaries will be refined as appropriate and finalized.

4.     Field Tour

Task 1 of the scope of work also includes a field tour. Input from local agency representatives is requested on the route, format and scheduling of the tour, as well as the invitees and speakers.

5.     Staff Contacts

For continuity of participation throughout the study, each participating agency is requested to designate at least one technical contact from their agency. The designated staff person(s) would assist by providing local transportation and related information as needed, attending meetings, reviewing draft working papers, and providing a contact point(s) for other local agency staff. This local staff person may also serve as a key resource once the study is completed, in the RTP process specifically and also in the general implementation by your agency of the study findings. Please let us know before or at this meeting the name of the principal technical staff contact(s) for your agency for this study.

6.     Next Steps

The scope of work will be revised as needed. A field tour will be if possible scheduled for early December 2001. The consultant will develop a consultation and coordination plan. Project documents will be loaded on the website to be established for this project.